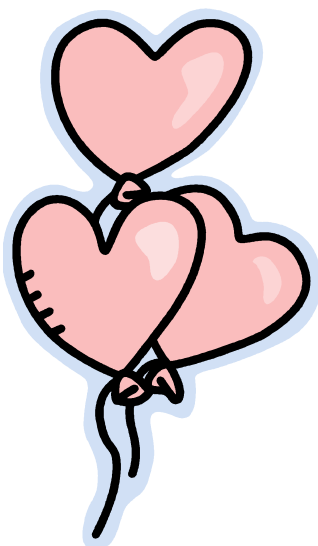# CIMS SUPPLEMENT

CIMS Upgrade

The statewide upgrade to the new CIMS 4.1.3 version has been going very well and is in it's final phase. If your clinic has not been scheduled for an upgrade yet, you will be receiving a call from the CIMS Helpdesk to schedule your site in the near future. The release notes and workstation upgrade instructions were sent to all WIC Coordinators previously. If you do not have a copy of those documents, please contact the CIMS Helpdesk and we make sure you will receive a copy.   Please call 1-800-942-2484 (Eastern WA) or 1-888-457-2467 (Western WA).

Auto Term for CIMS

We have shared information on Auto Term before in the CIMS Supplement. There was a comfort level in knowing that Auto Term was cleaning up the system and over all, it is working. However, it appears that if a client is termed during their current eligibility period and then reinstated in the same period, Auto Term does not work. This may happen when the client fails to come in for checks or a Recertification. Clients in this situation who do not Auto Term, could remain on the database as "Expired" indefinitely. If you have a client who has been in the system as "Expired" too long, manually terminate the client.

Helpful Reminders

- A blank space in front of the client's last name , like the one that appears in the picture off to the left, will make it difficult to use the "Find Client" feature in CIMS. If you are unable to locate someone in "Find Client," try putting a space , typing the last name. It may appear before your eyes! The good news is that the new version of CIMS will not allow a space before the last name.

- A new class will not show up in the appointment book until a client has been scheduled for that specific class.

- An infant Enrolled into CIMS, *must* have a mother who is Active in the CIMS system.

- The Correct Measurements tab offers the feature of being able to correct measurements from the past entries. Correct Measurements is found under "Client" on the menu bar.

- If you end up with duplicate clients in CIMS, highlight the name of the duplicate client (the one you do not care to use) on the Find Client tab . Select "Create a New Client Group." under "Client" on the Menu bar. Put a "ZZ" in front of the client's last name and a "ZZ" in front of the Caregiver's last name. By doing this, the client will go to the end of the alphabet *and* you will not be confused when it comes time again to select the correct client from the Find Client tab.

Getting to Know You...

Sandy brings 16 years of WIC expericne to the Helpdesk. She joined the Help Desk in July and is available to answer your questions Monday through Thursday. She is being trained by Carola Wright (Help Desk Extraordinaire) with whom she worked at the Community Action Council (CAC) WIC for several years. She still works at CAC one day every week to stay in touch with CIMS at the clinic level. Sandy and Carola understand the challenges of your busy WIC clinic.

Sandy lives in Rochester with her dog and two cats. Most of her weekends, weather permitting, are spent on the trail with her horse, Cruz, who she raised from a pup. Most recently, she has signed on to help her partner, George Cruz (no relation to the horse) paint his house. They try to find time away from work to bicycle on local trails and plan for summer hiking and canoeing.

Sandy graduated from Western Washington University in 1992 with a BS in nutrition. She has lived in the Puget Sound and Olympic Peninsula area all her life because "the weather is wonderful---you can be outdoors all year, as long as you have good rain gear!" She has known many of the DOH staff for years through her clinic position and is very pleased to be working more closely with a "wonderfully dedicated group of men and women."
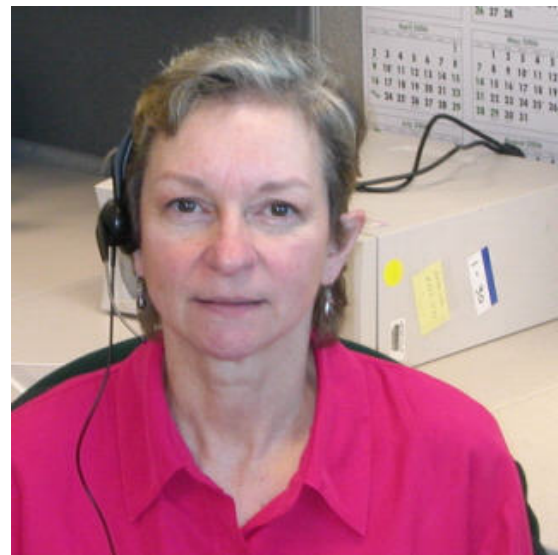
Voter Registration

If you are certifiying or recertifing an infant or a child, the registration question from the Basic Contact tab, is to be asked to the guardian. This does not apply to the child.

Avoid CTRL-F4 in Client Services

If you happen to press CTRL –F4 while in Client Services, your screen will be gray and certain icons on the toolbar will be gone, such as Check Pickup. The only way to get out of this situation is to exit Client Services and log back in, loosing whatever information you have entered into the wizard.

Transfer In – Out of State

Breastfeeding Moms with a Different Eligibility Period

New federal regulations now allow a one year (until the end of the month the infant turns 12 months old) eligibility period for breastfeeding women. Washington State has <u>not</u> made this change. It is on our list of future CIMS changes. We do <u>not</u> have a date at this time.

California and some other states have implemented this new eligibility period.

To transfer in a breastfeeding woman with a one year eligibility period:

- Open the Transfer In wizard.

- Enter the Begin Eligibility Date on the TI Tab.

- Change the Eligibility Ends date on the Assess Risk Tab to reflect the eligibility ends date from the client transfer information.

- Do <u>not</u> push the Calculate Eligibility Button once the Eligibility Ends date has been changed.

CIMS has an edit that automatically creates the eligibility period for our clients in Washington State. Pushing the Calculate Eligibility button sets this edit to reflect the Washington State WIC eligibility for breastfeeding women.

If you find a client with an incorrect eligibility period, call the Helpdesk.

Do **not** push the Calculate Eligibility   button once you have entered the Eligibility Ends date for a BF woman transferring in from out of state.

Risk Eligible

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Calculate Eligibility

Eligibility Begins | 01/24/2006
Eligibility Ends | 01/31/2007